



Other Features of the ePAGE

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Sources:

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Summary: How to check if your ePAGE is approved, how to print the ePAGE pages, how to save information before timing out, how to archive a plan, how to spell check an entry.

Check ePAGE Approval Status

1. You can check the status of your ePAGE Funding Applications as often as you like: From the ePAGE home page, click Funding Application on the left menu.
2. When the Funding Application page opens, click the small arrow on the date drop down box and select the desired fiscal year.
3. The words, All Application Drafts, should display in the box to the right of the date box.
4. Click Refresh.
Click the Funding Application that you wish to review (Consolidated or Competitive).
5. The selected Application Sections page will open and display the Status at the top of the page.

The Consolidated Applications are not finally approved until they show NDE Final Approval. The Competitive Applications are not finally approved until they show NDE Reviewed.

Print the Current Page You Are Viewing

- 1 Click File on the main menu bar of your browser.
- 2 Select Print from the dropdown. This will print the current page.

To prevent the printed text from being chopped off in the right margins, you may have to reduce your page margins. To do this, click File on the main menu bar of your browser and select Page Setup from the dropdown. Reduce margins as needed (e.g., to .2) and then print the page.

Print a Section or All Pages

- 1 Click Funding Application on the left menu.
- 2 Select the appropriate Funding Application (Consolidated or Competitive).
- 3 When the Applications Sections page opens, click Print at the end of the desired section. Or
- 4 scroll down to the last row (All) and click the Print link.
- 5 When the Application Print page opens, click Small or Large print.
- 6 It will take several seconds for the page to open. When it opens, select Print from your browser's menu bar.



If you are having problems printing, use the contact NDE link as follows:

1. While in the ePAGE, click Contact NDE on the left menu.
2. When the page opens, follow the directions on the page and click the appropriate link for the type of assistance needed.
3. When that page opens, complete it.
4. When done, click the Send button at the bottom. The technical support staff will answer you as soon as possible.

Save Information before Timing Out

After a 60 minute window of inactivity, the ePAGE will automatically log you out as a security measure. You will lose any data you entered but did not save in those 60 minutes.

While you are logged into the ePAGE, the computer keeps track of the last time you

1. Clicked on a link, or
2. Saved data on a page.

If one of these two events does not occur within 55 consecutive minutes, a warning will pop up. You can click the OK button which gives you another 5 minutes before you click the Save button, or you can simply click the Save button.

Archive a Plan within the Planning Tool

1. From anywhere in the ePAGE, click Planning Tool on the left menu.
2. When the Planning Tool Overview page opens, click the box labeled District/Agency Plan.
3. When the District/Agency Plan page opens, click View Plan Archives toward the bottom of the page.
4. When the District Plan Archives page opens, click Archive the Current Plan at the top of the page.
5. When the Archive Current District Plan page opens, an Archive Title box and Archive Status drop down box will appear. Fill in the Archive Title box with an identifying name that indicates the contents of the archived plan. Select the appropriate Archive status:
 - District Draft—only the district users can view the plan. When printed, the plan shows a draft watermark across each page.
 - Public Draft---The Public can view the draft. When printed, the plan shows a draft watermark across each page.
 - Adopted—the plan is final and can be viewed by the public. No draft watermark appears on the printed pages.
6. Click Save when you are done.

Spell Check ePAGE Entries

On any ePAGE page that contains text entry, click the Spell Check at the bottom of the page. If there are multiple text entry fields that you completed on any page, the Spell Check may take a few seconds to review each field for correctness.